

HOME OCCUPATION APPLICATION PACKET

DEAR APPLICANT:

This packet of information is designed to assist you with the Zoning Review portion and the Business Registration portion of the Home Occupation Process.

A Home Occupation means a business, trade or occupation conducted or permitted to be conducted by the occupant of the dwelling, within a dwelling or on a tract where a dwelling is located. A Home Occupation is allowed in the County provided specific standards have been met.

To conduct any business, trade or occupation from your home, you must maintain a current business license. Failure to do so may result in a \$300 fine. Business may not be conducted prior to approval of the Home Occupation and until a Business Registration has been paid for.

WHAT ITEMS ARE NEEDED FOR A COMPLETE SUBMITTAL?

- Copy of recorded warranty deed which may be obtained through County Clerk's office (shows proof of ownership). A notarized letter of consent from the property owner is required if applicant is not the owner;
- Copy of recorded plat of survey which may also be obtained through the County Clerk's office (shows legal lot of record). If the tract of land was created prior to 1981, the plat of survey might not be recorded, but will be required, if available; (if the tract was created prior to 1981, proof will be required through warranty deeds)
- All applications and questionnaires in packet must be filled out completely;
- A vicinity map and written directions to the property;
- A site plan showing the location of the house and/or any other homes or accessory structures on the property; (this includes garages and sheds) The site plan needs to show approximate dimensions from the property lines to the structures;
- A floor plan showing square footage of the home, square footage of the home occupation area and the percentage of the home occupation area.
- If you are on a well subject to water restrictions, submit proof of a water meter, serial number, amount of water restriction, a well meter reading and written directions detailing how to access the water well meter, if applicable.

WHERE DO I GO TO SUBMIT MY HOME OCCUPATION PACKET?

The County Land Use Department is where you will apply for the home occupation.

At time of submittal:

- Your packet will be checked for completion;
- Verification of current property taxes will be determined;
- You will be sent to the Treasurer's office to pay \$100.00 application fee, \$175.00 review fee, a \$75.00 inspection fee and a fire review fee as follows:
 - Low hazard \$ 25.00
 - Medium hazard \$ 50.00
 - High hazard \$ 75.00
- A public notice posting will be issued to you to place on your property where it must be clearly visible to the public for a period of 15 days;
- Your submittal will be kept for review (included in this review will be an inspection by the Land Use Department and the County Fire Marshal).

ONCE I HAVE SUBMITTED MY HOME OCCUPATION INFORMATION AND EVERYTHING IS COMPLETE, WILL I NEED TO VISIT THE PERMIT COUNTER AGAIN?

Once your complete submittal has been turned in, you will have the option to come back.

- On the 15th day, you will mail or bring:
 - Second payment of \$35.00 (this fee will be for the actual Business Registration for the calendar year).

MAIL TO: SANTA FE COUNTY TREASURER
P.O. BOX 276
SANTA FE, NM 87504-0276

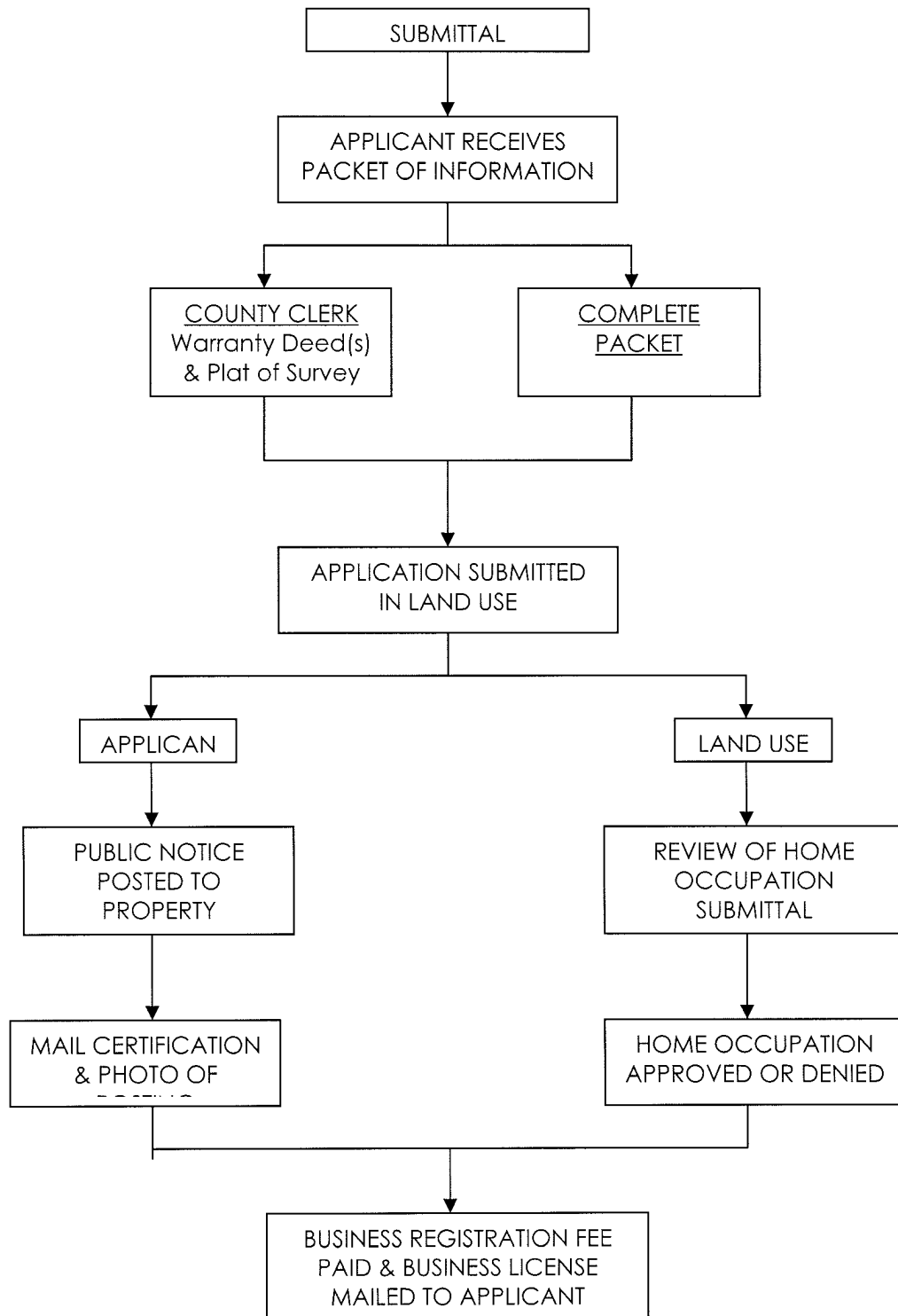
- When payment has been received by the County Treasurer, you should receive your business registration within the following two weeks.

WHAT IF I DON'T RECEIVE A REGISTRATION BILLING OF MY BUSINESS LICENSE?

If at any time you have a problem with your home occupation process, feel free to call the Land Use Department at (505) 986-6307.

***NOTE:** A BUSINESS REGISTRATION FEE OF \$35.00 WILL BE ASSESSED AT TIME OF APPROVAL, AND THEREAFTER, BEFORE MARCH 15TH OF EACH CALENDAR YEAR. A LATER FEE OF \$10.00 WILL BE ASSESSED ON ANY UNTIMELY PAYMENT. BUSINESS REGISTRATIONS ARE EFFECTIVE FROM DATE OF ISSUANCE THROUGH THE END OF THE CALENDAR YEAR. THEREAFTER, REGISTRATIONS ARE EFFECTIVE FROM JANUARY 1 THROUGH DECEMBER 31 OF EACH YEAR.

HOME OCCUPATION PROCESS APPLICATION PACKET



HOME OCCUPATION APPLICATION PACKET

AS PER THE COUNTY LAND DEVELOPMENT CODE, ARTICLE III, SECTION 3, AND THE EXTRATERRITORIAL ZONING ORDINANCE, SECTION 5-B-4-d, HOME OCCUPATIONS ARE PERMITTED ANYWHERE IN THE COUNTY, PROVIDED THE FOLLOWING STANDARDS HAVE BEEN MET:

- Not more than six (6) persons other than members of a family residing on the premises, shall be regularly engaged in work at the site of the home occupation;
- There shall be no change in the outside appearance of the building or premises, nor other visible evidence of the conduct of the home occupation, except for one (1) nonilluminated name plat sign not more than nine square feet in area;
- The use of the dwelling for the home occupation shall be clearly incidental and subordinate to its use for residential purposes of its occupants, and not more than 50% of the floor area of the dwelling including accessory buildings shall be used in the conduct of the home occupation.
- The home occupation shall not involve operations or structures not in keeping with the residential character of the neighborhood.
- No equipment or process shall be used in the home occupation which significantly interferes with the existing use of property in the adjacent area (e.g. Noise vibration, glare, fumes, odors, electrical interference).
- No traffic shall be generated by such home occupation in greater volumes than would normally be expected in the residential neighborhood area.
- Parking for employees and for customers or clients of the home occupation shall be provided off the street (one (1) parking space per employee plus one (1) per 400 sq. ft. to be used for the home occupation).
- The home occupation shall be located on the same lot as the permitted principal use of structures or on a contiguous lot in the same ownership.
- Primary sale of goods in connection with the home occupation shall be that which is prepared or produced upon the premises.

ACKNOWLEDGMENT

I hereby acknowledge that I have read the above standards and fully understand what is required of me to operate a home occupation business.

Signature

Date

HOME OCCUPATION

Questionnaire

PLEASE DESCRIBE THE FOLLOWING

- 1) WHAT ARE THE ACTIVITIES INVOLVED?
- 2) WHAT TYPES OF MATERIALS AND EQUIPMENT ARE TO BE USED?
- 3) WHAT PROCEDURES ARE USED IN CONDUCTING YOUR DAYILY BUSINESS OPERATIONS?
- 4) OTHER THAN MEMBERS OF YOUR FAMILY, HOW MANY EMPLOYEES WILL BE ENGAGED IN THE HOME OCCUPATION?
- 5) WHAT IT THE TYPE OF PRODUCT TO BE PRODUCED, SERVICED OR REPAIRED?
- 6) WILL THERE BE ANY MECHANICAL AND/OR ELECTRICAL EQUIPMENT NECESSARY TO THE CONDUCT OF THE HOME OCCUPATION? IF SO, PLEASE DESCRIBE.
- 7) DESCRIBE THE AMOUNT, LOCATION AND METHOD OF STORAGE OF SUPPLIES AND/OR EQUIPMENT.
- 8) DESCRIBE THE LOCATION OF PARKING FOR THE HOME OCCUPATION?
- 9) WHAT TYPE AND AMOUNT OF TRAFFIC DO YOU ANTICIPATE TO BE GENERATED PER DAY? WILL THE BUSINESS BE CONDUCTED ON AN APPOINTMENT BASIS?
- 10) WILL THERE BE A SIGN POSTED ON THE PREMISES? IF SO, PLEASE STATE SIZE & LOCATION. (ATTACH A SKETCH OF THE SIGN SHOWING DIMENSIONS AND HWAT LOGO IT WILL HAVE ON IT.)

SANTA FE COUNTY

BUSINESS REGISTRATION APPLICATION

NAME OF BUSINESS: _____ PHONE NO. _____

BUSINESS ADDRESS: _____

MAILING ADDRESS (If Different): _____

RENT PROPERTY _____ OWN PROPERTY _____

* If renting, submit a NOTARIZED letter from the present property owner acknowledging permission to conduct business on the premises.

NAME OF PRINCIPAL OWNER: _____

TYPE OF OWNERSHIP: SINGLE PROP. _____ PARTNERSHIP _____ CORPORATION _____

OTHER (describe) _____

IS THIS A HOME OCCUPATION? YES _____ NO _____

IS THIS A LODGING ESTABLISHMENT? YES _____ NO _____ # OF BEDROOMS _____

IS THE BUSINESS SERVING LIQUOR/BEER & WINE? YES _____ NO _____

NEW MEXICO GROSS RECEIPTS TAX NUMBER: _____

DESCRIPTION OR NATURE OF BUSINESS: _____

A business registration fee of \$35.00 will be assessed at time of approval, and thereafter, before March 15 of each calendar year. A late fee of \$10.00 will be assessed on ANY untimely payment. Business Registrations are effective from date of issuance through the end of the calendar year. Thereafter, registrations are effective from January 1 through December 31 of each year.

SIGNATURE OF APPLICANT _____

DATE OF APPLICATION _____

FOR OFFICE USE ONLY

DEVELOPMENT PERMIT NO. _____ TOWNSHIP _____ RANGE _____ SECTION _____

COMMISSION DISTRICT _____

FEE PAID \$35.00 _____

BUSINESS REGISTRATION NO. _____

RECEIPT NO. _____

PROCESSED BY _____

FIRE HAZARD POTENTIAL: HIGH _____ MEDIUM _____ LOW _____

LAND USE DIRECTOR _____

DATE _____

COUNTY FIRE MARSHAL _____

COMMENTS: _____

CERTIFICATION OF POSTING

I hereby certify that the public notice posting regarding Land Development Case #_____

_____ was posted for 15 days on the Property beginning the _____ day of _____. **

SIGNATURE

* Photo of posting must be provided with certification.

**** PLEASE NOTE:** Public notice is to be posted on the most visible part of the property. Improper legal notice will result in re-posting for an additional 15 days. It is the applicant's responsibility to ensure that the notice is on the property for the full 15 days.

[illegible]

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____.

NOTARY PUBLIC

My Commission Expires:

SEAL